OVERDUE MATERIALS POLICY

Circulation periods and their applicable fines

There are two basic circulation periods - 2 weeks, and limited. Fines applicable to these periods are addressed below. Patrons issued a teacher’s card may check classroom material out for 4 weeks.

2 week circulation period

Items with a 2 week circulation period will circulate in CIRC for 12 business days. Once overdue, a grace period of 6 business days begins. If the overdue item is returned during the grace period no fine is charged. Once the grace period expires, a fine of $.25 per day, retroactive to the item’s due date, will begin to accrue. The fine amount will continue to accrue until it reaches the replacement cost of the item (taken from that item’s record). If there is no cost in the record, CIRC will use a default replacement cost. All processing fees are included in the item’s replacement cost.

Limited circulation period

Items in this category have a circulation period of one, two or three days. There is no grace period for these items. Once they become overdue, a fine of $1.00 per day will begin to accrue until it reaches the replacement cost of the item (taken from that item’s record). If there is no cost in the record, CIRC will provide a default replacement cost. All processing fees are included in the item’s replacement cost.

This category includes Reserve 1, 2, or 3-day, newspapers, current periodicals, and any items that do not normally circulate (reference, professional collection, and programming). If a noncirculating item is checked out under special circumstances, and the item becomes overdue, the fines defined for the limited circulation period will apply.

Notification schedule

The overdue notice cycle encompasses all the actions taken to retrieve overdue items. Patron notification begins with a phone call, email or a postcard. This initial notification is made as a courtesy to apprise the borrower of his overdue status and impending fine liability.

The first notice generated by the CIRC system one week after the due date is mailed to the borrower. The second and final notice generated two weeks after the first notice is also mailed to the patron. Replacement costs owed by these borrowers are determined at that time. Any borrower owing more than $50.00 may be referred to the county attorney. If there is no response within 30 days of the attorney’s letter to the borrower, the librarian is authorized to contact the magistrate about initiating legal action.
Outstanding fines

A borrower who has been assessed an overdue fine will be considered delinquent until the fine is paid, even if the materials have been returned. Overdue items returned through the book deposit are subject to fines, just as items returned to the circulation desk.

A borrower with overdue materials or outstanding fines will be denied borrowing and computer privileges throughout the Region until the delinquency is cleared.

Parental responsibility

When a juvenile borrower becomes delinquent, the adult who accepted responsibility for the child on the registration card will also be considered delinquent.